### REED COLLEGE SCHEDULE PLANNER

Name: ___________________________  ID number ______________________

Do not record your PIN on this form

---

**Bring this completed form to your advising appointment**

Write in the courses you wish to take below. Remember to include all labs, lectures and conference components when necessary, and to include year-long classes in both semesters. If you find that a class is full or conflicts with another, have an alternate ready. For approved irregular course registrations such as a time conflict or class level restriction, the instructor can enter an electronic override that allows you to register through SOLAR. If you have the instructor’s approval to reduce the unit value of a course, use a separate add/drop form. You can bring a completed add/drop form with you when you register or submit it later to the Registrar’s office in Eliot Hall 311.

**Use this completed form when you register for classes on SOLAR.**

---

#### FALL

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject</th>
<th>Number</th>
<th>Section</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Humanities</td>
<td>HUM</td>
<td>110</td>
<td></td>
<td>1.5</td>
</tr>
</tbody>
</table>

---

| (Alternate)                  |         |        |         |
| (Alternate)                  |         |        |         |

#### SPRING

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject</th>
<th>Number</th>
<th>Section</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Humanities</td>
<td>HUM</td>
<td>110</td>
<td></td>
<td>1.5</td>
</tr>
</tbody>
</table>

---

| (Alternate)                  |         |        |         |
| (Alternate)                  |         |        |         |

---

*** See more helpful instructions on the reverse side of this form. ***
Office of the Registrar

REGISTRATION INSTRUCTIONS

New Students

New student registration is available immediately after your Faculty Adviser appointment.

Welcome to Reed College!

When you check in for Orientation you will receive an orientation schedule with your adviser assignment and appointment time. Your adviser assignment and appointment time will also be sent to your Reed email.

Students must be cleared by the business office in order to register for classes.

If you are not cleared it means that your tuition and fees have not been paid in full. Students who are not cleared by the business office will receive an email from the Controller regarding their account status. To gain clearance from the business office, go to the cashier’s window, Eliot Hall 308, on/or before registration to make your payment.

Be sure to complete any outstanding business with the financial aid office in Eliot Hall 203.

Now, To Complete Registration...

1. Meet with your academic adviser at your appointed time to decide on your classes for the fall and spring semesters and get your personal identification number (PIN) for registration.

2. View the most up-to-date version of the web-based, searchable Schedule of Classes at class-schedule.reed.edu.

3. Record your course selections on this Registration Schedule Planner before you go to the IRC to register for classes. Be sure to include labs, conferences and lectures for courses with multiple sections (e.g. sciences, humanities).

4. The computers in IRC 1 and 2 in the Educational Technology Center (ETC) are reserved for new student registration. We recommend you register in the ETC after your advising appointment where staff and students from the Registrar’s office will be available to assist you. You can also use your own laptop to log on to the web-based registration system, SOLAR at solar.reed.edu.

5. The registration system closes at 4:00 p.m. on Thursday of Orientation week. After registration closes, classes with multiple sections (e.g. HUM 110, first year science and language courses) will be balanced to distribute enrollments evenly. As a result of this balancing you may find that the conference or lab you originally selected has changed.

6. Over the weekend, we recommend you check your final schedule in IRIS at iris.reed.edu.

7. Add/drop begins on the first day of classes and requires a paper add/drop form. The web-based registration system SOLAR is not available once classes begin.

Questions? registrar@reed.edu (503) 777-7296 or visit us in Eliot Hall 311